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**Shubangi**

**Accounts & Admin Assistant (**Husband Visa**­)**

**Masters Degree in Commerce & Post Graduate Diploma in Computer Applications**

To work in a progressive organization and apply my skills and knowledge to achieve organizational goals and further up skill to meet new challenges and organizational needs in this fast paced corporate culture.

**Academic Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Particulars** | **Institution/Boards** | **Percentage**  | **Year** |
| Master of Commerce | Dr. Harisingh Gour University Sagar | 78% | 2016 |
| Bachelor of Commerce | Dr. Harisingh Gour University Sagar | 66% | 2014 |
| 12th Commerce | MP Board Bhopal | 77.4% | 2011 |
| 10th  | MP Board Bhopal | 74.5 % | 2009 |

**Work Experience**

**Company - CMK & Associates India**

**Job Title – Accountant**

**Duration – 1 year (Feb 2019 – Jan 2020)**

**Responsibility**

* Professional maintenance of clients’ accounting transactions by processing various types of vouchers like Petty Cash, Bank Vouchers, Journal Vouchers, Debit / Credit Notes, Receipt Vouchers, Payment Vouchers
* Configuring Chart of Accounts as per reporting requirements
* Monthly reconciliation of Bank Statements and resolving open items
* Professional maintenance of Sales and Purchase Bills with proper supporting
* Maintaining Inventory records along with adequate supporting
* Reconciliation of Debtors and Creditors
* Calculation and filing of monthly and quarterly VAT / GST returns
* Finalisation of Annual accounts and Audit coordination.

**Professional Certifications**

* Tally ERP9 2011 / Sony Computer Education, Madhya Pradesh
* PGDCA 2017 / Computer literacy
* STENO 2017 / I have completed professional certification as a steno, with a typing speed of 30 wpm. This is a distinct advantage which enables me to adapt to new systems faster due to my fast-typing skills.

**Personal Details**

Nationality : Indian

Date of Birth : 4 Sept 1993

Marital Status : Married

Visa Status : Husband Visa

Contact : shubangi-400291@arabianjobseeker.com 0504753686

**Reference**

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